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31 March 1953

MEMORANDUM FOR: Members, CIA Career Service Board

ATTENTION:

FROM: Executive Secretary, CIA Career Service Board

SUBJECT: Approval of Staff Study "Responsibility for Career Planning", dated 25 February 1953

1. The Chairman of the CIA Career Service Board approved on 31 March 1953 subject Staff Study as follows:

"Approved (with the amendments cited below)

/s/

Date 31 March 1953

WALTER REID WOLF

Chairman, CIA Career Service Board

1. The principles referred to in paragraph 5.a. are expanded to include the following:

a. In making the initial Career Designation, an individual shall be assigned to his present Office Career Service Board if he expresses a desire to continue under its jurisdiction and is acceptable to his Office Board.

b. Career Designations shall be subject to continuing review, and there shall be a uniform Agency-wide procedure for changing Career Designations of individuals whose training, personal desire, or experience make such a change appropriate.

c. A request for change in Career Designation may be initiated by any career employee and shall be forwarded by his Career Service Board, with comment, through the Assistant Director for Personnel to the appropriate Career Service Board for its consideration.

d. The Assistant Director for Personnel will insure that each career employee is informed of his current Career Designation.

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2. The effective dates, 31 March - 1 April, cited in paragraph 5 are cancelled. The effective dates for the assignment of initial Career Designations shall be determined by the Assistant Director for Personnel provided they are not later than 30 April - 1 May.

3. The recommendation in paragraph 5.d, regarding the board of five senior officers responsible for adjudicating disagreements, is not approved. Disagreements regarding Career Designations between the five major components of CIA will be settled by agreement between the DD/A, the DD/I, the DD/P, the AD/COMMO and the D/TR as appropriate."

2. The steps in the approval of assigning Career Designations to all staff employees and staff agents in the Agency are recapitulated as follows:

a. On 10 March 1953, the CIA Career Service Board approved the Staff Study referred to above "with the stipulation that the right of the individual to express his desires regarding his Career Designation should be clearly affirmed". The Executive Secretary was instructed to prepare a statement of the principles regarding this matter that had been discussed in the meeting of the Board and present it to the members of the Board for their approval.

b. Each member of the CIA Career Service Board concurred in the paper, dated 19 March 1953, which set forth principles stated in 1.b., c., and d. above. Mr. Amory, representing Mr. Becker, requested that the principle with respect to initial Career Designation set forth in 1.a. above be added.

3. The Staff Study has been referred this day to the Assistant Director for Personnel for implementation.

FOR THE CIA CAREER SERVICE BOARD:

[Redacted Signature Box]

Executive Secretary

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**Distribution:**

Members, CIA Career Service Board  
Chairmen, Office Career Service Boards

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